	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services (DCFS) to appropriately reimburse employees for travel expenses incurred while conducting official state business.

*All employees traveling on behalf of the State are expected to comply with the State Travel Policy [PPM 49](#).

The regulations and allowances apply to all DCFS offices, independent boards and commissions created by the Legislature or Executive Order operating from funds appropriated, dedicated, or self-sustaining; federal funds or funds generated from any other source.

Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses not covered by the State Liability Travel Card, LaCarte purchasing card, and/or agency's CBA account.

It is the policy of DCFS to require all employees to request reimbursement for travel expenses using ISIS Travel in LEO ([Louisiana Employees Online](#)). Executive Management (Secretary, Deputy Secretary, Undersecretary) are exempt from entering travel in LEO.

TIPS (Tracking Information Payment System) travelers should not enter requests in LEO for client related travel reimbursements. Additionally, reimbursement claims for disaster travel should not be entered in LEO. Disaster travel reimbursement claims shall be in accordance with the DCFS Disaster Travel Policy and Procedures (Policy 1-26).

[DCFS employees are encouraged to complete the LEO](#) web-based training courses to navigate [ISIS Travel in LEO](#). DCFS employees are required to utilize the DCFS User Manual for ISIS Travel Expenses for detailed instructions in using the ISIS Travel program.**


Agency heads will take whatever action necessary to minimize all travel to carry out the Department's mission.

II. PROCEDURES

A. Authorization to Travel

A travel authorization is not mandatory for routine travel. Routine travel includes but is not limited to the following:

- In-house training (training conducted by DCFS employees)
- DCFS sponsored training (training conducted by non-DCFS employees on behalf of DCFS)
- New employee training and orientation
- Mandatory training for certification

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

- Required continuing education training
- Court appearances
- Making group/foster care-home reviews
- Audits
- Youth transports
- CPTP
- Civil Service and other training provided by a state agency essential to performing day to day job functions, etc

A Travel Authorization ([Word version](#), [Adobe version](#)) is required for non-routine meetings, conferences and out-of-state travel and must be approved in writing by the Secretary, Undersecretary, Deputy Secretary or Regional Administrator.

When multiple employees are traveling to the same conference or non-routine meeting, a blanket travel authorization will be accepted.*

All blanket travel authorizations must include a list of employees attending the conference and estimated cost for each employee.


B. Funds for Travel Expenses

Note: Travel Advances will not be given to employees who do not qualify for a State Liability Travel Card because their State of Louisiana Corporate Individual Liability Account was revoked due to charge-offs and/or non-payment of the account or the account currently has an outstanding balance.

Only requests for travel advances that document the need for out-of-pocket expenses equal to or greater than \$300, exclusive of common carrier expenses, are to be considered and must be approved by traveler's Supervisor, Manager, Director or Regional Administrator. The Department Head or designee will approve requests for less than \$300 based on determination of need.

- Travelers should not enter requests for travel advances using online [*ISIS Travel in LEO**](#). An approved **paper** Travel Authorization must be scanned to the DCFS Travel Unit for processing.
- Travelers should not enter requests for travel advances using online Self Entry ISIS Travel in LEO. An approved **paper** Travel Authorization must be scanned to the DCFS Travel Unit for processing.

Travel advance requests should be submitted to the DCFS Travel Unit at least two weeks prior to the begin date of the travel to ensure proper and timely processing.

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

Travel advances for lodging will be limited to the allowable [PPM 49](#) rate for routine and conference lodging.

- Travel advances will not be issued for incidentals such as meals, parking, ground transportation, tips and phone calls.
- Travel advances must be cleared in accordance with the guidelines listed in the Travel Advance Agreement on page 2 of the Travel Authorization.
- Requests for travel advances during the month of June, of any state fiscal year, will require a letter of justification and approval by the traveler's Supervisor or Manager and Director or Regional Administrator. Travel advances will be issued in accordance with established fiscal year end close procedures.

The ISIS system utilizes electronic funds transfer (EFT) for all advances and reimbursements. Travel advances and reimbursements will be deposited automatically to the employee's main bank account, designated in [Louisiana Employees Online \(LEO\)](#).


- If an employee does not want travel payments deposited into their main bank account, the employee must add a [Travel Expense Bank account online in LEO](#).
- *When a payment or reimbursement shows as "Settled" in the Status column of the employee's LEO HR Travel Account, that amount will be deposited into the traveler's designated bank account within three business days.**

C. Claims for Reimbursement

*All claims for reimbursement for travel shall be entered in the ISIS Travel System in accordance with the Instructions in the [User Manual for ISIS Travel](#).

All travel expense forms and supporting documentation must be emailed to the DCFS Travel Unit at DCFSTravel@la.gov.

- Claims should be submitted within the month following the travel or can be held until a reimbursement of at least \$25 is due.
- Claims submitted between July 1 and August 14 for travel that occurred on or before June 30th of any state fiscal year shall be submitted in accordance with established fiscal year end close procedures.
- Claims received after the year end close procedures deadlines will require approval by the traveler's Supervisor, Manager, Director or Regional Administrator with justification for late submission.

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

All staff should expedite the reimbursement process (obtain proper signatures, complete all applicable sections, attach all applicable documentation, etc.) to avoid a prolonged period of time between the travel date and reimbursement. Scanned copies of receipts and travel related documents are acceptable.

Documentation is required for all transactions (*purchases and credits*). The traveler must obtain the customer copy of the receipt (original receipt). When paying by telephone, fax, or computer, the cardholder must obtain a confirmation or similar document. Acceptable documentation must include the merchant name, transaction date, a line item description and line item pricing for the transaction.


Original copies of support documentation must be maintained for four (4) fiscal years either in the traveler's office or other record retention site.

Employees must use the [State of Louisiana Employee Travel Expense Sales Tax Exemption Certificate](#) for Automobile Rental Charges, Hotel/Motel Room Rental Charges, and Parking Charges when traveling in-state on official business. Failure to secure the state sales tax exemption for lodging will result in the reimbursement claim being reduced by the amount of the state sales tax.

Reimbursement for lodging expenses requires an itemized, paid (zero balance) receipt reflecting the name of the employee requesting the reimbursement, dates of lodging, the daily rate and the total amount paid for lodging.

Lodging claims for reimbursement secured through Third Party Booking Agents (Hotel.com, Expedia, etc.) and not through the hotel directly, must be accompanied by a paid receipt and an itemized lodging statement from the hotel that identifies the employee's name, dates of lodging and the daily rate that agrees with the Third Party Booking Agent's receipt.

When completing a travel expense claim in LEO, the traveler's home address, domicile, and work schedule must be indicated. Travel dates, departure and arrival times, physical addresses (including city and state) of all points travelled, odometer readings or MapQuest (or comparable mileage calculator) and expenses must be itemized daily. **

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

D. Methods of Transportation

Motor Vehicle

Any persons who are not official state employees must sign a Hold Harmless Agreement Form, located at Office of State Travel's website, <http://www.doa.la.gov/Pages/osp/travel/forms.aspx> prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State.

Office of Risk Management does not require an indemnification form to be signed by institutionalized individuals housed in prisons, mental hospitals or residential programs. Further, they would not expect unavailable parents to sign for minors in state custody or for routine client transports in daily operational delivery of department services.

Persons operating a state owned, rental or personal vehicle on official state business will be completely responsible for all traffic, driving, and parking violations received. This does not include state-owned or rental vehicle violations, i.e. inspection sticker, as the State and/or rental company would be liable for any cost associated with these types of violations.

State-Owned Vehicles

Students shall not be authorized to drive state-owned or rented vehicles for use on official state business if not employed by the State.


Employees traveling in state-owned vehicles should purchase needed fuel using the State Fuel card. If personal resources are used, a receipt for regular unleaded gasoline, or diesel, when applicable, is required for reimbursement. This applies to both state owned vehicles and rental vehicles.

It is prohibited for travelers to use state-owned credit cards in the operation of privately owned vehicles.

Personally Owned Vehicles

When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle at the rate of .51 cents per mile not to exceed a maximum of 99 miles per round trip (multiple days) and/or round trip (one day). The person claiming reimbursement shall report the names of the other passengers.*

Mileage shall be computed on the basis of odometer readings from point of origin to point of return.

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

Employees leaving on a non-work day or leaving at least two hours before or after their normal work hours may be reimbursed actual mileage from the employee's residence, not to exceed a maximum of 99 miles per round trip/day at 51 cents per mile.

E. In-State- Motor Vehicle Rental

Vehicle Rental Size

Only the cost of a compact or intermediate model is reimbursable unless:

- 1). Non-availability is documented, or
- 2). The vehicle will be used to transport more than two persons

When a larger vehicle is an option as stated in 1) or 2) above, the upgraded vehicle shall be the next smallest size and lowest price necessary to accommodate the number of persons traveling.

** Lost keys for a rental vehicle are the responsibility of the renter.*

Reservations

Reservation should not be made at an airport location for daily routine travel, as this will add additional unnecessary cost to your rentals.


Employees should utilize Enterprise Rent-A-Car's State Motor Pool Rental Contract for vehicle rentals, but may be authorized by the Department Head or Undersecretary to use other sources upon receipt of a detailed explanation as to why the state contract is not feasible.

Payment Method

The LaCarte card or an employee's personal Liability State Travel Card may be used to secure vehicle reservations and for rental payments. ***Direct billing is the preferred method.****

The State Fuel card is the preferred method of purchase of gasoline for rental vehicles.

In the event an employee has to pay out of pocket for fuel while in travel status and will request reimbursement along with other travel expenses such as lodging and meals, the fuel expense should be included on the reimbursement request entered in the ******* ISIS Travel system.

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

If the employee will not be requesting reimbursement of other travel expenses and the cost of the fuel is the only out of pocket expense, the employee should complete a ***travel reimbursement request in the ISIS Travel system.****

***Exemption Waiver**

Effective March 1, 2013, this section is repealed and replaced with *Division of Administration Memorandum, "Policies and Procedures Memorandum 49 (PPM49) Modifications", dated January 31, 2013.*

Travel prior to March 1, 2013 shall be in accordance with the Exemption Waiver Guidelines below. **

A Waiver of Requirement to Use Rental Car for Trips form ([Word version](#), [Adobe version](#)) must be completed by employees seeking exemption. Additionally, if the reason is cost, the Cost Effectiveness Form must be completed and submitted. The waiver request must be submitted to the appointing authority or designee for authorization prior to travel.

Copies of all waivers must be included with any travel reimbursement requests submitted to the DCFS Travel Unit.


Staff assigned to the field or staff members who routinely travel to multiple destinations per trip/day or who will be required to deviate from planned itineraries with little or no notice will qualify for annual individual exemption approval which may be granted by the Department Head or designee upon receipt of proper justification.

Situation specific requests for individual waivers may be granted by the department head or designee upon receipt of proper justification on an annual or single-trip basis when such travel is justified by cost effectiveness analysis, is an emergency situation with adequate description of circumstances, provides an ADA medical or physical accommodation, or in cases where there is documented unavailability of rental vehicles within a 20 miles radius.

The department head or designee may, on a case-by-case basis, authorize rental of any vehicle above the mid/intermediate category upon receipt of detailed justification.

F. Exemptions for Vehicle Rental

***Effective March 1, 2013, all prior agency exemptions are rescinded.**

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

Exemption Classes for travel on or after March 1, 2013:


- **Foster Parents**
- Child Welfare travel for client related purposes on an emergency basis to ensure the safety of children. This travel is unplanned and includes travel for child protection investigations, youth transports, group/foster home visits and court appearances.
- Licensing staff travel (Licensing Specialists and Program Coordinators) required to respond as directed by DCFS management in emergency situations relative to child welfare allegations and/or complaints involving day care facilities throughout the state.

Exemption Classes for travel prior to March 1, 2013 only:

- Members of Boards or Commissions, but they must comply with the effective [PPM 49](#) rate of reimbursement for mileage.
- Unpaid Interns who receive stipends and foster parents are hereby authorized to be treated as contractors.
- Child Welfare Case Workers assigned to the field, roving workers assigned to the field, licensing and inspection staff assigned to the field who routinely travel to multiple destinations in a single day or trip are hereby exempted from the state contract motor pool rental requirement for travel in excess of 99 miles because of the nature of their work. These occurrences usually involve child safety concerns by licensing and child welfare staff.
- Employees departing from their offices or their homes in parishes that are 20 miles away from the nearest Enterprise location are exempted from required use of the contract. The effected parishes are: Allen, Caldwell, Catahoula, Concordia, DeSoto, East Carroll, East Feliciana, Franklin, Grant, LaSalle, Madison, Sabine, St. Charles, St. Mary, Tensas, Red River, Richland, Union, West Carroll, and Winn.

Contractors

- Contractors with contracts that were approved **prior to** March 1, 2013 and who are required to utilize PPM 49 by the terms or their contracts are exempt from the vehicle rental requirement, but must comply with the effective PPM 49 rate of reimbursement for mileage.

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

- Contractors with contracts approved **on or after** March 1, 2013, must comply with the PPM 49 modifications concerning use of the State of Louisiana Motor Pool Rental Contract in accordance with the memo issued on January 31, 2013 by the Division of Administration Office of the Commissioner regarding Policy and Procedure Memorandum 49 (PPM 49) Modifications. **

G. Reimbursement for Lodging and Meals

Eligibility

Single Day Travel

Meals are not eligible for reimbursement on Single Day travel. However, The Department Head or his/her designee will be allowed to authorize single day meal reimbursements on a case-by-case basis or by type(s) of single day travel when it is determined to be in the best interest of the department.

Single Day meal reimbursements, if authorized, shall be in accordance with [PPM 49](#).


Single Day meal reimbursement requests must have the appropriate approval before they are forwarded to the DCFS Travel Unit for reimbursement. If the appropriate approval is not included with the ***travel expense reimbursement documents submitted to the DCFS Travel Unit**, the expenses will not be reimbursed. **

- Saturday/Sunday/Holiday Travel

Travel allowances shall not be granted for travel accomplished on Saturday, Sunday, or holidays unless approved in writing by the department head.

Meals and Lodging Allowances

- *When two or more employees on official state business share a lodging room, the actual cost of the room subject to a maximum amount allowed for an individual traveler times the number of employees will be reimbursed. ****

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

- Meals with relatives or friends may not be reimbursed unless the host can substantiate costs for providing for the traveler. The reimbursement amount will not automatically be the meal cost for that area, but, rather the actual cost of the meal (i.e., The host would have to show proof of the cost of the extra food, etc.). Cost shall never exceed the allowed meal rate listed for that area.
- Lodging with relatives or friends may not be reimbursed unless the host can substantiate costs for accommodating the traveler. The amount will not automatically be the lodging cost for that area, but rather the actual cost of accommodations (i.e., The host would have to show proof of the cost of extra water, electricity, etc.). Cost shall never exceed the allowed routine lodging rate listed for that area.
- Lodging may only be claimed if the traveler is a minimum of 60 miles outside his/her domicile **and** with the approval of the department head or designee. The department head or designee has the discretion to increase the minimum amount of miles traveled to be eligible for lodging reimbursement based on the business need of the Department.

***Agency Hosted Conferences and Meals**

Agency Hosted Conferences (both In-State and Out-Of-State) must be in accordance with PPM 49. A copy of the conference agenda and Special Meals Sign In Sheet (Word version, Adobe version) must accompany the reimbursement request and receipts. Reimbursement should be requested on form PMF 108 ([Word version](#), [Adobe version](#)). The DCFS Secretary or designee must approve all conference meals on the Special Meals Report form. ([Word version](#), [Adobe version](#)).**


Conference refreshment Allowances

Expenses for refreshments will be reimbursed to an employee only when a meeting extends beyond three hours in accordance with [PPM 49](#).

Special Meals

Employees requesting authorization from the DCFS Secretary for a special meal must:

- *Complete a Special Meal Report from ([Word version](#), [Adobe version](#)) based on estimates at least two weeks prior to the meal occurring and submit it to the DCFS Secretary for approval.**

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-14/Travel Regulations
	Document No./Name	1-14/Travel Regulations
	Effective Date	7-22-13

- Verify that the estimated cost of the meal per person is within the allowable meal rates listed under PPM 49 Section 1509.C. Meals-Tier I.
- Give clear justification for the necessity and appropriateness of the request and why the meal is in the best interest of the state.
- *Within 7 days after a special meal has occurred forward the approved Special Meals Report along with invoices, receipts, and the Special Meals Sign in Sheet to DCFSTravel@la.gov. Indicate the method of payment for the Special Meal. "Special Meal" should be referenced in the subject line of the email. **

III. FORMS AND INSTRUCTIONS

PMF 111 Travel Authorization Form ([Word version](#), [Adobe version](#))
PMF 111 Travel Authorization Form Instructions ([Adobe version](#))
PMF 110 Travel Expense Form ([Word version](#), [Adobe version](#))
PMF 110 Travel Expense Form Instructions ([Adobe version](#))
PMF 108 Payment Request/Receiving Report ([Word version](#), [Adobe version](#))
Special Meals Report ([Word version](#), [Adobe version](#))
Special Meals Report Instructions ([Adobe version](#))
Waiver of Requirement to Use Rental Car for Trips ([Word version](#), [Adobe version](#))
Waiver of Requirement to Use Rental Car for Trips Instructions ([Word version](#), [Adobe version](#))

IV. REFERENCES

Cost Effectiveness Form
DCFS Disaster Travel User Manual for Self Entry ISIS Travel
DCFS Policy 1-26, Disaster Travel Policy and Procedures
DCFS Travel Unit at DCFSTravel@la.gov
[Disaster Travel Non-Routine Travel User Manual for Self Entry Trip Travel Expenses](#)
[DCFS Payment Management Unit for processing](#)
[Louisiana Employees Online \(LEO\)](#).
[Louisiana Office of State Travel Policy and Procedure Manual 49](#)
[State of Louisiana Employee Travel Expense Sales Tax Exemption Certificate](#)
Office of State Travel's website, <http://www.doa.la.gov/Pages/osp/travel/forms.aspx>
[Revised Statute 49:950-968](#)
[Revised Statute 39:231](#)
[Self Entry ISIS Travel in LEO](#)
[PPM 49](#)